



JOB DESCRIPTION

Title: **WATER DISTRIBUTION SUPERVISOR**
Department: Water
Class Code: 3420
FLSA Status: Non-Exempt
Effective Date: July 17, 1995 (Rev. 07/2008)
Grade Number: 20

GENERAL PURPOSE

Under the general supervision of the Water Superintendent, performs the following activities to insure compliance with local, State and Federal regulations dealing with the development and distribution of culinary water.

EXAMPLE OF DUTIES

- *-- Supervises the operations of the Power & Pumping branch of the Water Department to include Water Distribution Technician, Meter Repair/Cross Connection Specialist and Utility Planner/Locator.
- *-- Oversees and coordinates the Well Head Protection program as required by the Federal and State Safe Drinking Water Act.
- *-- Keeps apprized of the Safe Drinking Water regulations.
- *-- Maintains required records and documentation as specified by the Utah Public Drinking Water rules and regulations; coordinates water quality activities with the Division of Water Quality.
- Prepares and processes water user claims, applications, change applications and extensions of time on water rights.
- *-- Researches old and new well applications at state agencies and submits documentation to state agency for approval.
- *-- Provides information to outside and inside agencies regarding water use, power, etc.
- *-- Collects required water samples from the wells to ensure required compliance; conducts soil and ground water sampling.

- *-- Troubleshoot electrical problems relating to the water system to ensure water problems are not lengthy or interrupted and to ensure speedy repairs.
- *-- Assists with the designing, organizing, developing and implementing of a wide variety of data collection and retrieval systems and associated activities for a division GIS program.
- Trains other water personnel in water quality.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduate from high school, plus two (2) years of college/technical related course work in biology, geology, ecology, chemistry, water quality, pumps and motors, etc.; plus two (2) years of water distribution experience or an equivalent combination of education or experience.

Special Requirements

- Must possess a Utah State Grade IV Unrestricted Water Distribution Certification or be able to obtain such within one (1) year after hire.
- Must possess a valid Utah Commercial Driver License.
- Must be certified in both soil and ground water sampling.
- Performs duties on trouble truck and must be generally available and respond within 30 minutes to emergency “call outs” at any time of day, year-round, regardless of weather condition.

Necessary Knowledge, Skills and Abilities

- Working knowledge of Federal Safe Drinking Water Act, Utah Public Drinking Water Regulations, OSHA regulations and well head protection regulations.
- Must possess necessary knowledge, skills and ability to gather and report information.
- Ability to follow and teach standard safety practices and procedures.
- Ability to work closely with engineers and State enforcement personnel.
- Ability to establish effective working relationships with employees and the general public.

- Ability to communicate effectively both verbally and in writing.
- Ability to effectively motivate employees to work.

TOOLS & EQUIPMENT USED

- Motorized vehicles and equipment including dump truck, pickup truck, utility truck, pumps, compressors, generators, common hand and power tools, shovels, wrenches, radio, phone, ditch witch.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand, walk and talk or hear. The employee is regularly required to sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee regularly works in outside weather conditions. The employee regularly works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.
- The noise level in the work environment is usually loud.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.